



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

March 26, 2014

Stephanie Heard
2919 N Michigan St
Davenport, IA 52804

Dear Stephanie,

This letter is in regards to the 3/19/14 compliance check of your Level A, Registered Child Development Home. I enjoyed visiting with you. Information surrounding the complaint will be addressed in a separate document and sent to you.

Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

Need to put ER #'s in phone, need 1st aid supplies, need to update plans, need to update drill record, need another detector in bedroom, need dog record, need to find policies on illnesses and health related emergencies

☐ 110.5(1)a Numbers for police, fire, ambulance, poison information posted by phone.

Need to add to cell phone

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

Need to add to cell phone

☐ 110.5(1)c First-Aid supplies are available and easily accessible in the home, outdoor play area, any vehicle used to transport children, and on field trips.

Need first aid supplies

☐ 110.5(1)c The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children. **(minimum requirements – band aids, something to clean a wound (water, prep pads, etc...), gloves, and tweezers).**

☐ 110.5(1)j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

Need to update plans

☐ 110.5(1)j The plans shall clearly map building evacuation routes in case of fire, a safe place indoors in case of tornado, and flood shelter areas.

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept.

Need to update drill sheet

☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway.

Need another detector for bedroom

☐ 110.5(1)n Each smoke detector has been installed according to manufacturer's recommendations.

☐ 110.5(1)n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

Need to update drills

☐ 110.5(1)q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.

Need updated exam for dog

☐ 110.5(1)u The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.

Need written out and available

☐ 110.5(1)v The provider has written policies about responding to health-related emergencies.

Need written out and available

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

Stephanie and Shaona- physical and immunization status

☐ 110.5(2)b Certificates or training verification documentation for:

☐ 110.5(2)b Two hours of approved child abuse and neglect mandatory reporter training (and every 5 years thereafter.)

Expired 1/8/14

☐ 110.5(2)b Certification by an approved trainer/organization in infant and child first-aid that includes mouth-to-mouth resuscitation. Certification will be maintained throughout period of registration. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

Could not locate cards during visit

☐ 110.5(2)c An individual file is maintained for each staff assistant and contains:

Shaona Branigan

☐ 110.5(2)c A completed DHS Criminal History Record Check, form B, 595-1396

☐ 110.5(2)c A completed Request for Child Abuse Information, form 470-0643

☐ 110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every two years thereafter.

☐ 110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number.

D.B- needs, L.W- signature on forms, K.W, L.W

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency.

D.B- date, L.W- signature on forms, K.W, L.W

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment.

D.B- date, L.W- signature on forms, K.W, L.B- complete form and signature, J.P-signature

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

D.B, T.E, J.Y, L.Z, L.B, K.W

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

D.B- date, L.W- signature on forms, L.W

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

J.Y, L.W

☐ 110.5(8)i Written permission from the parent(s) for their child to attend activities away from the child development home. It must include times of arrival and departure, destination, and person(s) responsible for the child.

D.B- date, L.W- signature on forms, K.W, L.W

Thank you again for your time last week. Please keep in mind that non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above by 5/12/14.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur on or after 5/12/14.

Please do not hesitate to contact me at DHS at (563)326-8215 if you have any questions regarding this letter.

Sincerely,

Kathy Huinker
Social Worker II

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 324-3236.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).